

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG1
(REGULATION)

Board Publications	The members of the Houston Independent School District (HISD) Board of Education are encouraged to contact their constituents using letters, brochures, pamphlets, and handouts at the expense of the District to the extent that they are for a public purpose and related to the operation of public schools.
Guidelines	Each Board member has an account established for the procurement of services from the HISD Design Department, Printing Services, and the District Post Office to facilitate communication to constituents. Board Services will coordinate these accounts. Guidelines are as follows:
Allowed Expenses	All printing, mailing, and graphic designs must be generated through HISD facilities. Board members will not be reimbursed for use of personal funds for such services.
Account Management	The Board Services supervisor is responsible for the management and coordination of the accounts established for the procurement of printing, graphic design, and mailing services. Board member funds are not transferable. The Board Services supervisor will utilize the System Applications and Products in Data Processing (SAP) to check available funds and to provide a monthly report outlining Board member printing, mailing, and graphic design expenses. The Board Services supervisor distributes the monthly report to Board members. If a Board member disputes the accuracy of a report, the Board Services supervisor reviews the Board member account activity and verifies it with Administrative Services.
Procedures for Routine Printing Services	The procedures for procurement of routine printing, graphic design, and mailing services are as follows:
Draft Copy	The Board member provides the Board Services secretary with a draft of the document to be distributed.
Available Funds	The Board Services supervisor receives the document, obtains the distribution list, if applicable, and verifies available funds through SAP. If funds are available, the Board Services supervisor or designee completes the necessary form and sends the document to the appropriate department. If funds are unavailable, the Board Services supervisor informs the Board member.
Proof Copy	The department providing services receives the request form from Board Services. The appropriate department will produce a proof copy for Board Services signature approval. If approved, the department(s) providing service(s) will process the request (i.e., design, print the necessary copies, generate mailing labels, and insert copies in envelopes), and forward to the HISD Post Office for mailing, if applicable, or send to Board Services for distribution.

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Billing	Charges for all routine services (i.e., letterhead, business cards, color and black and white copies, etc.) will be billed at the standard rates and fees.
Completion of Job	Upon completion of the job, the department providing services will post the charges in SAP, record the cost and the SAP document number at the bottom of the form, and return the top copy of the form along with the originals to Board Services.
Procedures Custom Printing Services	The procedures for procurement of custom-manufactured printing, design, and mailing services are as follows:
Original Draft	The Board member provides the Board Services secretary with a draft of the document to be distributed.
Fund Availability	The Board Services supervisor receives the document, obtains the distribution list, if applicable, and verifies available funds through SAP. If funds are available, the Board Services supervisor or designee completes the necessary form and sends the document to the appropriate department. If funds are unavailable, the Board Services supervisor informs the Board member.
Proof Copy	The department providing services receives the request form from Board Services. The appropriate department will prepare a cost estimate for producing the work and forwards it to the Board Services supervisor for Board member approval. If approved, the appropriate department will produce a proof copy for Board Services signature approval. If approved, the department(s) providing service(s) will process the request (i.e., design, print the necessary copies, generates mailing labels, and inserts copies in envelopes), and forward to the HISD Post Office for mailing, if applicable, or send to Board Services for distribution. Billing Charges for all custom services (i.e., letterhead, business cards, color and black and white copies, etc.) will be billed at the standard rates and fees.
Job Completion	Upon completion of the job, the department providing services will post the charges in SAP, record the cost and the SAP document number at the bottom of the form, and return the top copy of the form along with the originals to Board Services.
Consultation	This regulation does not require consultation.
Maintenance Responsibility	The chief of staff is responsible for maintenance of this regulation.